

MEMORANDUM FOR Directors and Separate Office Chiefs, HQUSACE

Director, U.S. Army Center for Public Works (CPW)

Director, U.S. Army Topographic Engineering Center (TEC)

Director, Water Resources Support Center (WRSC)

Director, Humphreys Engineer Center Support Activity (HECSA)

SUBJECT: Travel Management Procedures for the National Capital Region (NCR)

1. References:

a. CEHEC-RM-F HECSA Finance Management Letter #4, dated 2 December 1997, subject: Travel Voucher Review and Approval.

b. CEAO memorandum dated 23 July 1997, subject: Report No. AOI 97-02-01, Review of the Implementation of Reengineered Temporary Duty Travel Procedures in the National Capital Region - FOR DECISION.

c. CEHEC-RM-F memorandum dated 8 January 1997, subject as above.

d. ER 55-1-2, 1 May 1993, Transportation and Travel - Travel Management.

e. OM 55-1-1, 31 Jan 1990, Transportation and Travel - Travel Management

f. CEFMS Business Process Guide, Chapters 11 (Travel Orders) and 12 (Travel Vouchers).

2. The primary purpose of this memorandum is to rescind the requirement to retain IATS related documents for filing with travel reimbursement vouchers (see reference c), to rescind the requirement to forward "actual expense" travel reimbursement vouchers (see reference c) to CEHEC-RM-F, and to convey records management requirements to support the travel reinvention/reengineering initiative. Attached hereunder are instructions for Corps team members within the NCR to follow when requesting travel orders, and preparing travel reimbursement vouchers for official travel.

3. In our efforts to ensure that these procedures are followed, HECSA Finance and Accounting Branch Quality Assurance Reviews will continue to be scheduled, with the first review having

CEHEC-RM-F

SUBJECT: Travel Management Procedures for the National Capital Region (NCR)

already been conducted during the fourth quarter of FY 97. Also, HECSA will be conducting training specifically designed for all travel approving officials (TAOs) within the NCR during FY98.

4. Our goal is to ensure that the official travel "experience" of our team members is as free of hardship as possible, and at the same time meet the requirements of higher authority. With your cooperation, we can make that happen.

5. The HECSA Logistics Management Office, CEHEC-LM, (703) 428-7408, has agreed to function as a "help line" for travelers and TAOs who may have questions about official travel policies.

Att

/s/

OTIS WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

NCR TRAVEL MANAGEMENT PROCEDURES

1. These procedures will be used to process temporary duty (TDY), invitational, repeated, and blanket travel orders and travel vouchers within the National Capital Region (NCR). It excludes procedures for Permanent Change of Station (PCS) orders. Approving officials for travel order processing and travel voucher approval have been designated in the Corps of Engineers Financial Management System (CEFMS).

2. Definitions:

a. Traveler - Any person authorized to travel to one or more places to conduct official government business for a temporary period of time.

b. Travel Approving Official (TAO) - Any person in the supervisory chain or designated by supervisory personnel to have the authority to approve travel related costs.

c. Temporary Duty vs. Local Travel - In determining whether to create travel orders or process reimbursable mileage through local travel procedures, please refer to OM 55-1-1 and ER 55-1-2. Temporary duty in the local commuting area is generally prohibited.

3. Responsibilities for preparing travel orders in CEFMS:

a. Travelers will:

(1) Ensure adequate advance planning. Travel orders should be created in CEFMS at least four days in advance of departure date.

(2) Use the most economical means for travel depending on time and purpose.

(3) Use contract carriers unless the use of same would adversely impact the mission.

(4) Provide accurate estimates. Travel costs for commercial carriers will be obtained from the Contract Travel Office (CTO).

b. Travel Approving Officials (TAOs) will:

(1) Critically review the necessity for TDY travel to ensure that purpose and cost of travel are consistent with OM 55-1-1 and ER 55-1-2.

(2) Ensure that the number of people who must travel for a single purpose is kept to an absolute minimum.

(3) Hold the use of rental cars to an absolute minimum. Rental cars will only be approved

if the traveler can justify that public transportation is not feasible. All efforts should be made to keep costs to a minimum. Rental cars will not be allowed during training activities if restaurant facilities are provided at the lodging site. The Military Traffic Management Command (MTMC) has mandated that all personnel traveling on official business must secure their rental vehicles through the local CTO.

(4) Reduce the duration of trips to a minimum number of days. Every effort should be made to complete travel in a timely manner and not delay return to home station.

(5) Ensure that travel is directly and clearly related to mission achievement.

4. Responsibilities for processing travel vouchers in CEFMS:

a. Travelers will:

(1) Prepare voucher in CEFMS upon completion of the TDY.

(a) If traveler received a Treasury check travel advance, voucher should be completed (e.g., all electronic signatures) within 5 workdays of completion of TDY.

(b) Miscellaneous expenses must be explained in the remarks section.

(c) If registration fees are claimed, a statement must be made in the remarks section of the travel voucher explaining which meals, if any, were included in the fee.

(2) Submit the following documents to the TAO:

(a) Request and Authorization for TDY Travel (DD Form 1610).

(b) Travel Voucher or Subvoucher (DD Form 1351-2).

(c) Approval of actual expense authorization if actual expenses have been authorized prior to travel.

(d) Receipts for all items of \$75.00 or more and lodging (regardless of cost).

(e) Supporting transportation ticket/itinerary.

(f) For foreign travel, convert expenses claimed to U.S. dollars and in the remarks section provide the rate of exchange for foreign currency. The rate to use is the rate incurred either at the time U.S. dollars were exchanged for foreign currency (attach bank receipt) or the rate of exchange incurred on the date expenses were paid in foreign currency.

(3) Upon receipt of travel settlement, provide the Directorate or separate Office designated employee(s) a copy of the disbursement document which will include certification, DOV number and check number (provided to traveler at the time of reimbursement).

b. TAOs will:

(1) Review travel vouchers to ensure that the claim for travel reimbursement is complete and proper. This review constitutes approval of items requiring specific statutory or regulatory compliance. Vouchers not electronically signed as approved cannot be processed for payment.

(2) Ensure all receipts and documentation have been reviewed.

(3) Review all entitlements for compliance with the Joint Travel Regulation (JTR) and the Joint Federal Travel Regulation (JFTR).

(4) Ensure traveler has signed the voucher. If the voucher has not been electronically signed the TAO must certify that they have seen a manually signed voucher.

(5) Verify that administrative data on the voucher agrees with the orders.

(6) Ensure that if a rental car was authorized, the most economical car was used to perform the mission (number of people or load requirements) and reservations were made thru the CTO to ensure the General Services Administration (GSA) contract was utilized. Additionally, the voucher should be reviewed to ensure that reimbursement for personal liability insurance is not being claimed.

(7) Verify that the traveler did not use more days than necessary to perform the mission, or request reimbursement for additional expenses incurred for personal convenience or pleasure. If more time than necessary was utilized to perform the travel mission, the TAO should confer with the supervisor to determine how the excess time should be recorded.

(8) Ensure that the traveler, when traveling to foreign countries, has converted voucher to U.S. dollars.

(9) Ensure that the traveler provides travel voucher claim and supporting documentation to the Directorate, Division, Lab, Branch or Office Chief (or designee) for filing.

c. Directorate, Division, Lab, Branch or Office Chiefs will:

(1) Designate officials responsible for maintaining centralized travel files for personnel within the organizational element/subelement for the statutory requirement of three years. This individual must ensure the disbursement document is filed with the voucher (computation page can be printed from CEFMS anytime after the check has been issued by the Finance and

Accounting Office). Additionally, this individual is responsible for suspense and follow-up with travelers to obtain supporting receipts (original receipts are preferable) and the disbursement document; and to review transactions, making note of final payment for Directorate Budget POCs joint review of unliquidated obligations.

(2) MARKS file number is 1hh (office temporary duty travel).

5. Retention of Travel Documents.

a. The requirement for submission to the HECSA Finance and Accounting Branch (FAB) of supporting receipts and hard copy voucher for TDY travel, with the exception of Environmental Protection Agency (EPA) Superfund funded travel, has been eliminated. Hard copy documentation (receipts, vouchers) is still required to be submitted to FAB for PCS travel settlements.

b. Travel documents and related receipts will be retained for a period of three years after the year in which the travel was completed. These documents represent the official files of the activity requesting the travel to be performed. They must remain in the work place if the traveler leaves his/her position. The repository for USACE NCR field operating activities (FOAs) will be at the Directorate, Division, Lab, Branch or Office level, as designated by each Director or Office Chief.

Chambers, Lavona G HQ02

From: Moran, Jerry L LTC HQ02
Sent: Thursday, December 11, 1997 1:01 PM
To: DIM-GOVERNMENT
Subject: FW: Travel Management Procedures for the NCR

ALL:

Please review and follow attached travel procedures. Within DIM, supervisors are travel approving officials (TAOs) and Casaundra Montague is responsible for maintaining travel files.

1. BTEAM will sign travel orders in CEFMS after a) receiving E-mail from supervisor approving travel for purpose stated and b) confirming that travel order is completed properly.
2. Supervisors will sign travel vouchers after receiving required documentation to confirm validity of suspenses.
3. Please make sure you provide Casaundra with copies of the documentation required for the central travel files.
4. Casaundra can also help you with travel orders and vouchers.

Jerry L. Moran
LTC, SC

-----Original Message-----

From: Cehec-RM-F HQ01
Sent: Thursday, December 11, 1997 11:13 AM
To: Balanda, Steve J HQ02; Bangor, Jean M HQ02; Chambers, Lavona G HQ02; Fiorentino, Diane M HQ02; Godsey, Rachel M HQ02; Gordon, Linda S HQ02; Haggans, Tawana G HQ02; Howard, Esther H HQ02; Keenan, Dale HQ02; McDonald, Mary T HQ02; Montague, Casaundra R HQ02; Moran, Jerry L LTC HQ02; Porter, Doris E HQ02; Powers, Sandy L HQ02; Rice, Diane M HQ01; Schroth, Laura G HQ01; Sloppy, Amanda M HQ01; Ashe, Wanda HQ01; Chapman, Jan HQ01; Isbell, Janice HQ01; Morton, Gail R HQ01; Sayers, Isabel A HQ01; Elion, Josie F HQ01; Lucas, Lakeeta HQ01; Walker, Deonna HQ01; Kern, Dennis HQ01; Crayle, Rhonda HQ01; Murphy, Phyllis A HQ01; Odonnell, Joanne HQ01; Allen, Beverly A HQ01; James, Theresa R HQ01; Slavens, Terry L HQ01; Riley, Ilene G HQ01; Fleming, Ken M HQ01; Wooten, Ronita HQ01; Pearre, Marion L HQ01;
o=hq01;p=gov+usace;a=attmail;c=us;dda:GWise=HQUSACE1.HQ1(u)POST.W2HR9SRD;; Carlson, Linda H HQ01; Titman, Betty L HQ01; o=hq01;p=gov+usace;a=attmail;c=us;dda:GWise=HQUSACE1.HQ2(u)POST.S0AO5CLW;; Price, Ruth L HQ01; Hilton, Sandra A HQ01; Banks, Charle HQ01; Stewart, Dennis C HQ01; Klemmer, Phillip P HQ01;
o=hq01;p=gov+usace;a=attmail;c=us;dda:GWise=HQUSACE1.MS01.GILLJE;;
o=hq01;p=gov+usace;a=attmail;c=us;dda:GWise=HQUSACE1.MS01.OGEJO;;
o=hq01;p=gov+usace;a=attmail;c=us;dda:GWise=HQUSACE1.MS01.OSLSJ;; Punchak, Anna A HQ01; Switzer, Donna J HQ01; Walker, Paul K HQ01; Phelps, Tom A HQ01; Apple, Richard H HQ01; Wright, Linda C HQ01; Helpdesk, Cehq HQ01; Upson, Elaine B HQ01
Subject: Travel Management Procedures for the NCR

Please disseminate the attached memorandum and Travel SOP to all



TRVLMEM3.WPD



NCRSOP3.WPD

Directors and Separate Office Chiefs, HQUSACE.